



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

ADMINISTRATIVE ASSISTANT

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York State.

Under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnauskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo, and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low- and moderate-income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law, and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical, and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement, and family-friendly policies.

The Office of Professional Services (OPS) is responsible for all administrative and support services, including Human Resources, Communications and Public Information, Fair Housing, Policy Development, Competitive Procurement and Contract Management, Fiscal Planning, Accounting and Treasury Services, Facilities and Building Management Services, Internal Audit, Project Management, and Information Technology Services. OPS values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively plan, direct, and coordinate HCR's wide array of support services.

DUTIES:

- Answering phones, responding to Inquiries with sufficient general knowledge of the Agency's business, in an efficient and professional manner.
- Sufficient knowledge of Agency procedures with regards to public/press inquiries, security issues and familiarity with departmental contacts and protocols.
- Maintaining Agency Conference Room Calendar via Microsoft Outlook, scheduling meeting requests with a knowledge of priority and placement and directing visitors appropriately.
- Logging of incoming mail in a timely manner, with a knowledge of proper distribution and priority.
- Logging Agency visitors into Rudin Security System.
- Dependability and ability to work 10am-6pm schedule.



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- The Main reception Desk represents the “face” of the Agency and is for visitors and callers, the first visible impression presented to them. As such, the position should represent the professionalism and familiarity that is required accordingly.

QUALIFICATIONS:

- Minimum of one year receptionist and clerical experience;
- Computer literate and strong familiarity with Microsoft Outlook, Word and Excel;
- Exceptional telephone and interpersonal skills;
- Strong diction and voice control skills
- Excellent attendance and punctuality
- Should be flexible in undertaking other clerical assignments and be able to work overtime as required.

This job description is not intended to be all-inclusive and the employee will be expected to perform other reasonably related duties as assigned.

What we offer:

- Exciting opportunity to be part of New York’s resurgence to greatness.
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits.
- Promotional opportunity for dedicated professionals.

All internal **SONYMA/HFA/AHC employees (only)** are directed to apply via
internalcandidates@hcr.ny.gov

Please Include your name in the subject line
New York State is an Equal Opportunity Employer (EOE)

[TO APPLY, CLICK HERE](#)

Applicants must include resume and cover letter
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